

**Exam: Correctional Case Manager 08.2017**

Items #1 - #3 are minimum requirements.

Item #4 & #5 are specialty requirement.

Item #6 is for your resume and/or work history that must validate the responses provided. This information will be provided to the hiring supervisor when making a hiring decision. Inaccurate information may result in your removal from this register.

For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), number of staff supervised, and the name of the employer(s) where you worked in this capacity, along with a description of your supervisory duties and responsibilities.

**1. Have you gained good knowledge of human services principles and practices to include behavioral management methods, rehabilitation and treatment programs, personality traits associated with criminal offenders social and family systems, cognitive behavioral education and case management methods in one of the following ways:**

The Minimum Requirements include:

Possess a Bachelor's Degree or higher in the human services or criminal justice related field such as social work, psychology, rehabilitation counseling, correctional counseling, criminal justice, criminology, law and justice, alcohol and drug related studies or closely related field.

Certified Alcohol and Drug Counselor with at least one year experience.

Have at least 3 years of experience performing client assessments, performing case management, developing and implementing treatment planning and monitoring client behaviors.

Answer:

**2. I have the computer literacy for data entry, electronic mail, composing reports and letters, and storing and retrieving documents.**

This is required for this position.

Yes

No

**3. Are you willing to work non-traditional hours in a Correctional Facility providing program facilitation and case management services to offenders? (Non-traditional hours may include evenings, weekends and/or holidays.)**

This is required for this position.

Yes

No

**4. Specialty: Describe your experience networking with the community to coordinate community resources such as treatment programs, housing or employment.**

Typically gained by six months of supervised experience either as a volunteer or paid employee with responsibility for networking with community to coordinate resources.

Answer

**5. Specialty: Describe your experience with program delivery and group facilitation in a treatment setting.**

Describe the setting, types of clients, program titles, duration, and total number of hours spent in delivery. Include in your answer your experience with cognitive behavioral programs.

Typically gained by at least approximately 50 hours of supervised experience facilitating treatment/program groups.

(Educational Internships or Practicums may be utilized in this area if you facilitated the groups).

Answer

**6. IMPORTANT: You MUST add your customized resume to the space provided or you will fail this exam. Links will not be accepted. Your resume MUST support your answers provided in this exam. Inaccurate information may result in your removal from this register.**

Emphasize your education, experience, and training directly related to the exam questions. For education or training, list the title and course number (if available), dates, number of classroom hours (or days) and/or credits with a brief description of the content. For experience list the months and/or years held, title of your job(s), and the name of the employer(s) where you worked in this capacity.

If you do not have your resume prepared, click on "finish later". Once your resume is completed, you will need to return to this exam question, copy and paste it in the space below. Once you insert your resume, click on "save exam answer". Scroll down to review your exam responses and submit your completed exam by the closing date.

PLEASE NOTE: Any special formatting such as underlines, tabs, bolding, indenting, numbering and bullets in your resume will be removed when you copy and paste it from WORD into the space below - this is OK! We are only interested in the content.

Insert your resume here.